



Administrative Assistant, Perioperative Services - 1 position	Posting #: 57044
Perioperative Services	Posting Date: August 26, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: September 08, 2026
Temporary Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$32.45 - \$38.19 /hour

Temporary position anticipated to extend until September 30, 2027, and is subject to the availability of work

This position is responsible for accurate and efficient administrative processes in support of the Director and associated team members. This role is responsible for incorporating efficient and effective use of electronic systems and software to gather information, generate correspondence, manage data and create presentations on behalf of the Director. The position will also provide departmental and inter-departmental support to various projects/corporate events.

Essential Qualifications

- Secondary (High) School Diploma
- Office administration/medical administration/business diploma
- Minimum of three (3) years related experience in a busy office environment, supporting a physician or a hospital administrative leader
- Demonstrated intermediate level skill with Microsoft Office Suite (Word, Excel, PowerPoint), Office 365, Outlook, as well as knowledge of SAS/databases
- Proficient in use of videoconferencing and media equipment, budget monitoring, data collection and preparing reports
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated ability to work in a multi-task, dynamic environment
- Excellent communication skills, both verbal and written, including excellent grammar, spelling, proofreading and composition skills
- Strong attention to detail and accuracy
- Strong problem-solving skills
- Strong customer service orientation and interpersonal skills with the ability to exercise considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Ability to investigate and resolve problems, dealing with multiple levels of internal staff and external stakeholders in a professional manner
- Self-starter, demonstrating initiative, anticipating needs and willing to tackle additional tasks to support Director/department

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience working with physicians, residents, medical secretaries

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties.

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*